

Chapter Seven

SURVEY PRODUCTS



Amasa Historic Business District, Amasa

Each survey will yield the following products:

- Site Data:
 - Electronic Property Records in Ruskin; and
 - Printed Inventory Forms Generated from Ruskin Records;

- Photo-images:
 - Electronic Images; or
 - Photographs;
- Maps; and the
- Survey Report.

SITE DATA

Two types of products will result from the electronic survey:

Electronic Property Records in Ruskin

The process of surveying using the Ruskin survey database program will result in the creation of an electronic property record for each individual property surveyed. It will also result in historic district and complex property records. For historic districts and other complex properties containing multiple buildings and structures, such as farms or industrial complexes, a separate Ruskin property record for each building, structure, and object and one for each entire district or complex property must be provided. A complete set of property records in the Ruskin electronic database will be provided as one of the survey products.

Printed Inventory Forms Generated from Ruskin Records

From the site records entered into the Ruskin database for individual properties, complex properties,

and districts, *Historic Resource Inventory Forms* or *Historic District Inventory Forms* will be printed out. See Appendix A, the Ruskin manual, for instructions.

- A Historic Resource Inventory Form should be provided for each individual property surveyed, including those within complex properties or districts.
- A Historic District Inventory Form should be provided for each surveyed complex property or district as a whole.

A printout of the inventory form generated for each site record should be provided as part of the survey report. The printouts should be arranged alphabetically by street name and then by house number for the entire survey area. However, if the survey area is comprised of two or more separate parts, the forms for each part should be kept separate and ordered within each section as above. Forms for properties in any listed or proposed district should not be grouped together but should be arranged in the above described order.

PHOTO IMAGES

The survey products should include at least one photo-image for each surveyed individual property, complex property, and district. The images may be electronic, resulting from digital photography or scanning of standard photographs, or may be standard photographs.

Electronic Images

The use of electronic imaging permits the image to be printed as part of the inventory form. This is the preferred method. **See Appendix A, the Ruskin manual, for instructions.** The print-out of the image on the inventory form should be in color and fit within the 2" x 3" format on the

Ruskin screen. Electronic images from scanned photographs and digital cameras must meet the standards set forth in the **PHOTOGRAPHING PROPERTIES** section of Chapter 3.

Photographs

Photographs

If electronic images are not part of the project and standard photography is used, the inventory forms will carry *no* photographs. The photos should be printed in wallet size (2" x 3") to save space, and on archival quality paper, if possible.

The photos should be placed in three-ring archival polypropylene sleeves designed for wallet-

size prints. Each print should be labelled on the back with a street address or other method of identification used in the survey record and the photo roll and frame number. The photos should not be placed back-to-back in the sleeves. They should be placed in the same street and number order as the inventory forms to facilitate use. The photo sleeves should be filed in a three-ring loose-leaf binder, which will become an additional volume of the report. The binder should be labelled with the same identification as the survey report.

Negatives

Survey negatives should *always* be permanently retained and stored in an archivally stable environment. A local or regional repository that will adequately house the negatives should be identified at the beginning of the project, and its requirements for submission of negatives followed in the processing of the negatives.

The SHPO will accept survey negatives only if no local or regional repository can be found which will store them under safe, archival conditions. If

they are to be submitted to the SHPO, they should be processed as follows:

- Negatives should be produced through a silver halide reduction process for all black-and-white photographs taken during the survey.
- Each roll of negatives should be placed in an archival quality polypropylene sleeve numbered with the appropriate roll number. If the survey is a small one, the negative sleeves can be filed in an archival quality folder attached (using an archivally stable glue or tape process) to an inside cover of one original copy of the report (this assumes use of a loose-leaf binder or other hard-cover format for the report). If the survey is large, three-ring loose-leaf negative sleeves can be used and the negatives stored as a group in the loose-leaf binder with the photographs or in a loose-leaf binder of their own. The sleeves should be labelled with the name of the survey, date, and film roll number.

MAPS

The locations of all surveyed properties must be mapped on one or more survey maps. The types of maps that should be produced during the survey are:

- **Map of the survey area** illustrating the entire survey area and its boundaries. If the surveyed properties cannot be clearly shown on a single map, this map shall serve as a key map for a series of maps that together encompasses the entire survey area.
- **Series of maps** with each one showing a portion of the survey area, if the surveyed properties cannot clearly be shown on a single map.
- **Maps for areas recommended for intensive level survey.** One or more maps illustrating the boundaries of areas proposed for intensive level survey as a result of reconnaissance level survey activities should be provided.
- **District maps.** A separate map showing the boundaries of the proposed district must be prepared for each district recommended as eligible for the national register or for local designation as a result of intensive level survey activities. *In the district maps only*, shade the footprint or represen-

tation of each resource viewed as contributing. The patterned coding as required by the instructions in Information Survey Maps Should Provide (see directly below) should not be used for district maps.

- **Maps for complex properties.** Each surveyed complex property, such as a farm, estate, factory complex, cemetery, or park, should have its own map showing *all* surveyed resources plus important features that were not surveyed. For complex properties roads and drives, areas of land use and natural features such as ponds, woods, and other vegetation areas should be shown, in addition to surveyed resources such as buildings, structures, and objects. All features, including surveyed elements, should be identified. If space is limited, features should be numbered or lettered and keyed to an identification list in the margin of the map or on an attached sheet.

Information Survey Maps Should Provide

- Survey name;
- Date of survey;
- Name of community and county;

- Firm or individual that prepared the map;
- Significant natural features such as lakes and rivers, with names;
- All streets, labelled in bold print with their names;
- Lot lines;
- Outlines or representations for all surveyed resources;
- Patterned coding of footprints or representations of all surveyed resources to clearly indicate which properties have been surveyed and at what level, if the survey involved both reconnaissance and intensive level work;
- Street addresses for all properties in the survey area;
- Boundaries of governmental unit, survey area, and national register and locally listed or potential districts that fall within the area encompassed by the map;
- Key identifying any symbols used;
- North directional arrow; and
- Scale bar.

Do Not:

- Record photo roll and frame numbers and electronic record and photo file numbers on the maps.
- Use color coding. Photocopying in black and white will render color coding unreadable.

Map Standards

Each survey map should be produced in a size and format that will allow it to be incorporated into the report. Producing maps that must be stored separately from the report should be avoided. Printed maps must be on paper or mylar. Paper must be 50 to 80 pound white or off-white bond paper, or offset paper. Mylar or mylar-like polyester film with a frost-faced work surface is acceptable if the map will not be folded. Clear original copies must be used. Multi-generational copies with indistinct addresses and lettering, blueprints, and photocopies will not be accepted.

Information should be written in black ink or printed by machine in black ink, or printed so that a black silver halide-reduction photo-image is created. Any other method should be approved in advance by the SHPO. Tape, staples, and adhesive labels should not be used.

Maps should be printed large enough to be

clearly readable, but small enough to be bound into the report. Ideally, the maps should fit into an 8½" x 11" format so they can be bound into the survey report unfolded. They should be no larger than 11" x 17", if possible, so that with no more than two vertical folds they can fit into an 8½" x 11" survey report. If USGS or other maps larger than 11" x 17" are used, they should be bound into the report in a manner that permits all the information to be read.

Maps for Rural Surveys

In rural areas, one map should be prepared for each township. A township that occupies an area much larger than a six square-mile Congressional township may require additional maps. In addition, a map for each complex property, such as a farm, and for each crossroads hamlet, subdivision, or other area of more intensive development that requires survey should be prepared. The township map should show the township's boundaries, section lines and numbers, the township and range, all public roads (each labelled with its name), railroad lines, and important watercourses, lakes, and ponds. Property lines for the surveyed properties should be illustrated, but some properties may be too small to plot. Their locations may be marked with small representations such as dots. The names of property owners should be omitted. Suitable base maps for rural surveys may include township maps from county plat books and maps created by township or county governments or regional planning agencies. USGS maps may serve as base maps, but to meet the requirement for a single map for each township it may be necessary to create a single map from portions of two or more USGS maps. In some cases electronic mapping may be available.

Maps for Urban Surveys

In urban areas, the survey map or maps should show both the lot lines and the outlines of the surveyed buildings. For business districts containing buildings that occupy most of their lots, the maps should show the building outlines. Outside of business districts, surveyed buildings can be shown by square boxes if maps showing building outlines are not available. Monuments and other objects may be represented by circles or dots.

Sample Survey Maps (see Maps 1-5 on following pages)

Map 1A is the key block from a survey map for an urban survey area, downtown Grand Rapids. It provides the survey name and date, city name (the county name should be stated as well), firm that made the map, a north arrow and drawn-in scale, and a key identifying survey area and district boundaries, properties surveyed at different levels, and already designated properties.

Map 1B is a portion of the above downtown Grand Rapids survey map. In most respects this map is an excellent model. Lot lines, building outlines, street names and addresses, and other required information is included. (Monuments and other objects were not surveyed; these had been included in a previous survey.) The system of patterned coding used for distinguishing between properties surveyed at the reconnaissance and intensive level and for denoting properties already listed in the National Register of Historic Places or as city landmarks renders the map easy to read.

Map 2 is a survey map for a rural township in which a number of farms and other properties were selected for intensive level survey following an earlier reconnaissance phase. The map clearly illustrates the location and extent of each of the surveyed properties, which are identified by street address. Most of the properties surveyed were complex properties; for each a separate complex property map was also prepared (see Map 3).

Map 3 is a survey map for one of the farm properties included in Map 2. Map 3 illustrates the entire surveyed part of the property and shows drives, wooded areas, and ponds on the property, and an inset of the farmstead area shows all buildings, structures, and drives in that part of the property. All surveyed resources are identified.

Map 4 is a survey map of a designed landscape, the Detroit Zoological Park. The surveyed features are identified by letter based on their functions within the landscape and then by number. The date of the map should be given and all of the surveyed features should be identified by name on the map or on a separate sheet bound into the report with it.

Map 5 is a district map for a proposed national register historic district in Dundee. The outlines of all buildings in this commercial district are drawn in, and each building's contributing or non-contributing status is clearly indicated. This map lacks only the name of the person who prepared it.

Central City Survey - Phase III

**Grand Rapids, Michigan
Past Perfect, Inc.
July, 2000**

Central City Survey, Phase III survey area



Heritage Hill Historic District



Heartside Historic District



Proposed Historic Districts



Local Grand Rapids Landmarks



Intensive level survey



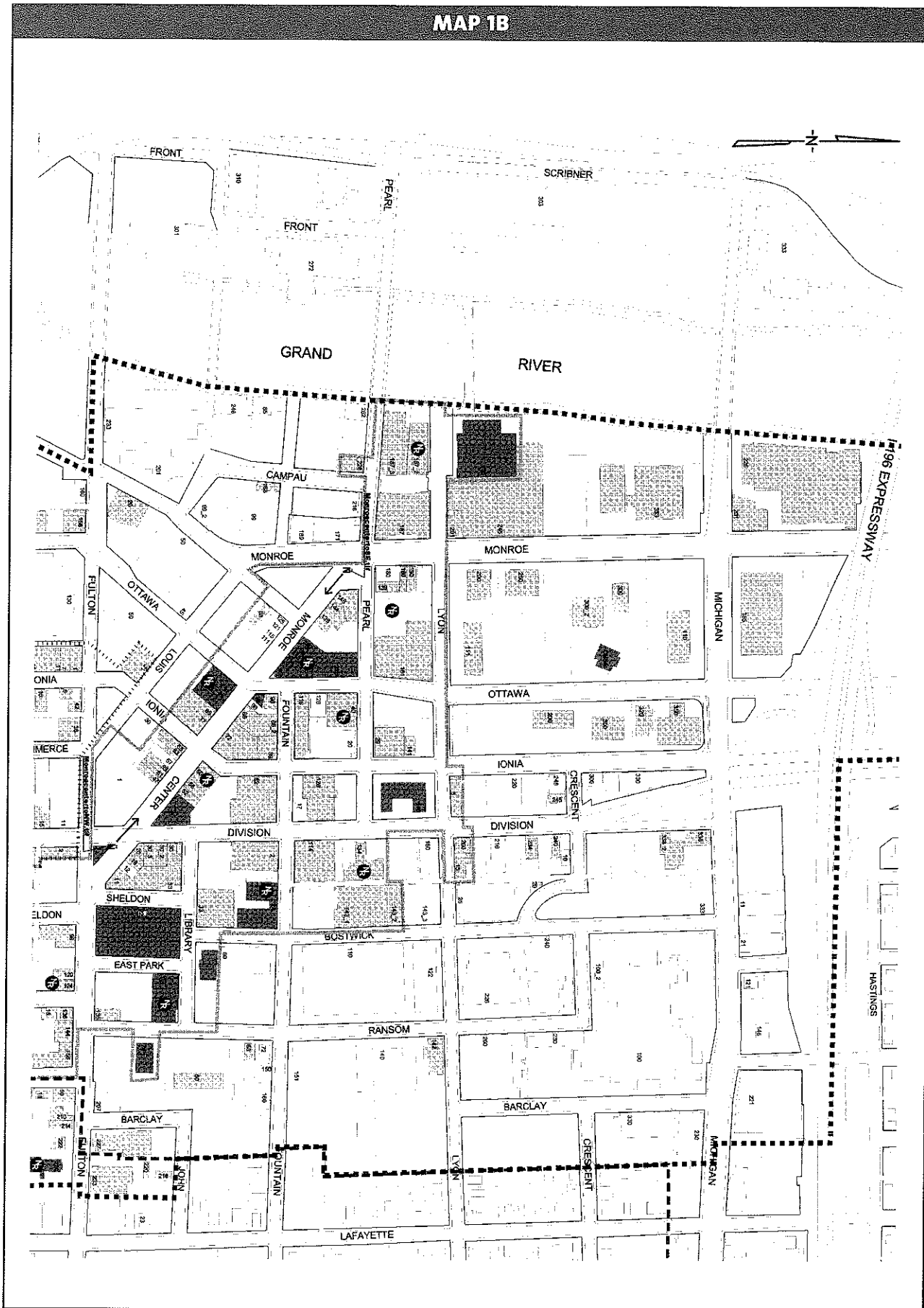
Reconnaissance survey



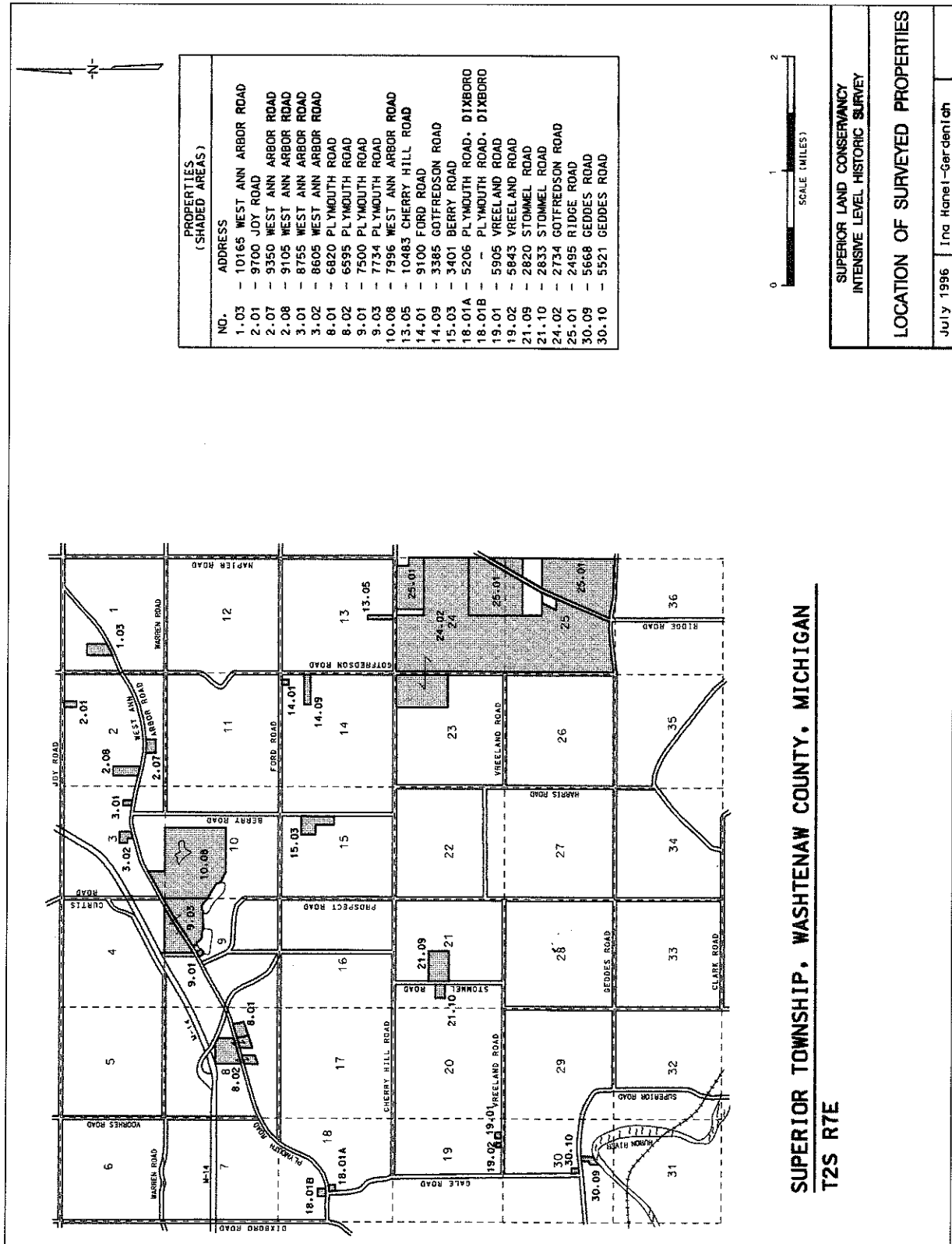
Listed on the National Register of Historic Places



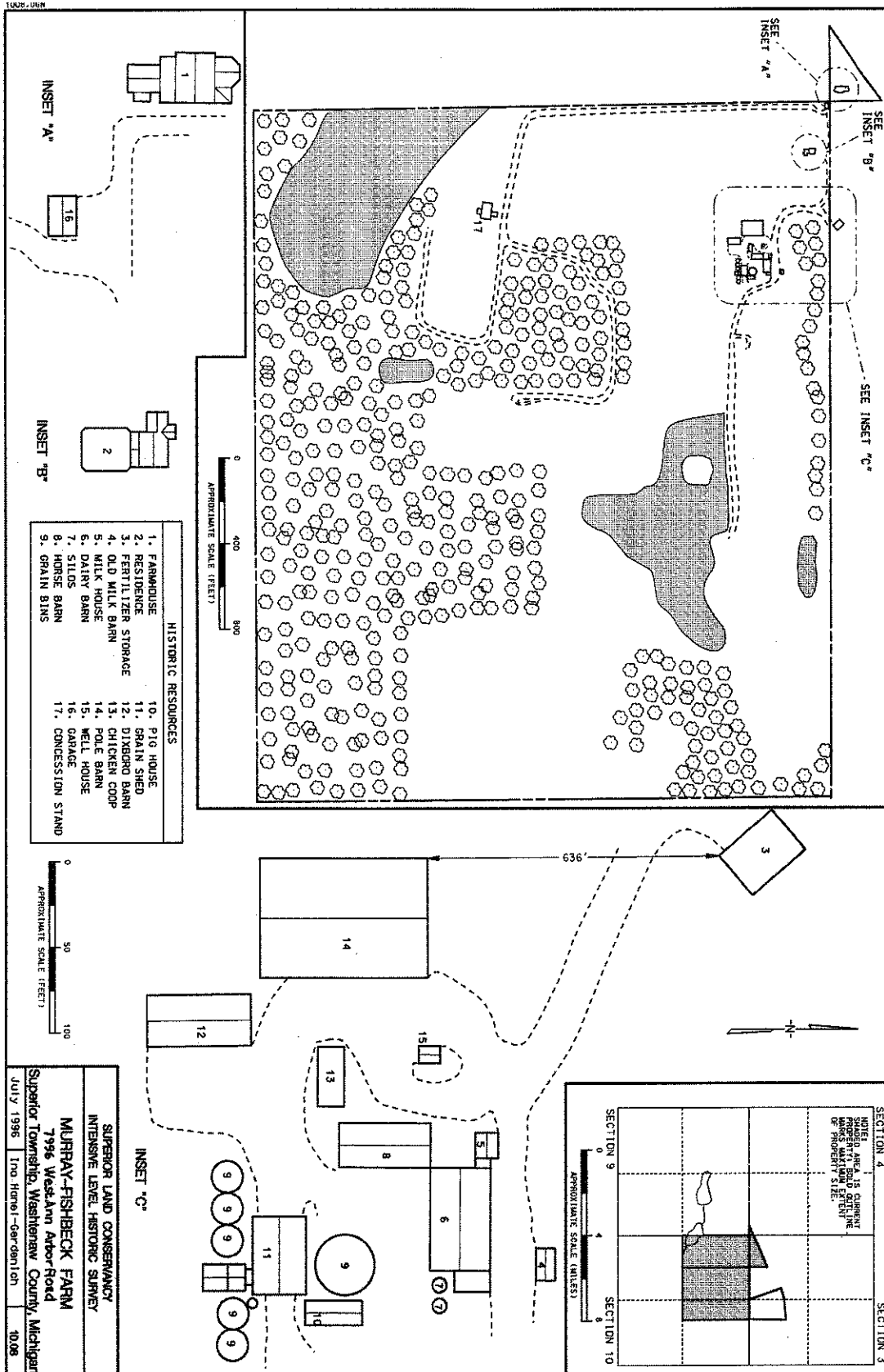
MAP 1B



MAP 2

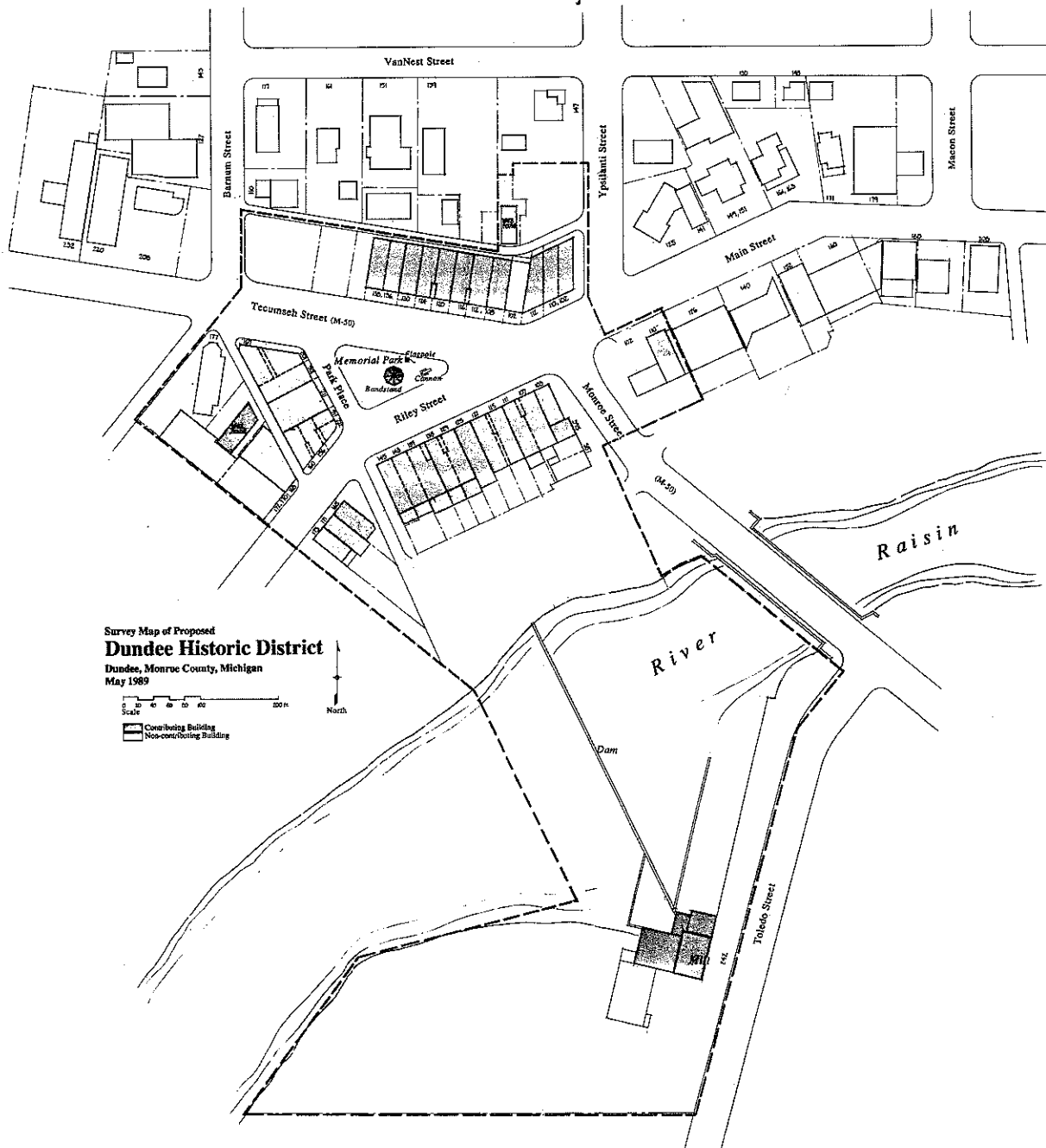


MAP 3





MAP 5



THE SURVEY REPORT

The final report for the survey is comprised of a summary of the project, recommendations resulting from it, descriptive and historical information on the survey area, and copies of the survey products. The report should be prepared in three sections: 1) a summary of the project, including national register eligibility and other recommendations, and the survey maps; 2) the historical overviews and thematic narratives and the results of the evaluation

process; and 3) the survey index list, inventory forms, and photographs and negatives.

Reports should be bound, but, for larger survey projects, binding the main body of the report (Section One — see below) and placing the remaining sections in loose-leaf notebooks is acceptable. Section One of the report should be bound in such a way that it may be opened flat so that text pages and mapping can be readily photocopied.

SECTION ONE

- **Cover or Title Page:** Include the name of the survey; municipal unit(s) and county; sponsoring agency; completion date of the final report; and names, addresses, phone numbers, and e-mail addresses of the person or firm responsible for carrying out the survey and of the report author and primary project personnel, if different.
- **Funding Credit:** If the survey has received assistance from federal Historic Preservation Fund monies administered by the State of Michigan, locate the required federal credit and disclaimer behind the title page and before the executive summary.
- **Executive Summary:** Briefly describe the scope of the survey project, its purpose and goals, and the results in terms of the survey products, evaluations of eligibility for the National Register of Historic Places, and recommendations for local districting and other actions. Provide a summary of national register eligibility recommendations and any other recommendations for action from the Evaluation Results and the Planning Needs and Recommendations sections. The executive summary should direct the reader to the appropriate sections of the report (include page numbers) where more detailed information can be found.

As part of the executive summary, provide the following information on survey products (this information is used by the SHPO in its annual report to the National Park Service on survey work done in Michigan during the previous year):

- Number of properties surveyed at the reconnaissance level and at the intensive level: break this down by municipal unit if survey work took place in more than one and break it down by area if survey activities took place

in more than one survey area.

- Number of acres and hectares surveyed (the SHPO must report summary figures to the National Park Service in hectares).

- **Table of Contents.**
- **Credits and Credentials:** Indicate who worked on each part of the project, their areas of expertise, and how they qualify as historians and architectural historians according to the federal professional qualifications set forth in 36 CFR 61. This part of the report can also be used to acknowledge funding or other assistance rendered the surveyor or team.
- **Project Objectives and Methodology:** Explain why the survey was undertaken and the goals and objectives that the survey project was intended to fulfill. What situations, conditions, planning needs, or other circumstances led to the survey and how and by whom were the objectives developed? List any previous surveys or studies relating to the survey area and define any data gaps or outdated information in these studies that warranted new survey. Describe in reasonable detail the work program that was developed to carry out the goals and objectives. Provide a verbal description of the survey area boundaries and set forth the various tasks and components of the project and the order in which they were undertaken. Identify the sources — such as local libraries, university archives, county register of deeds, or interviews and personal records of residents — of historical information used in the project.
- **Data Location:** List repositories for survey material, such as libraries, archives, planning departments, and the SHPO. Indicate where copies of the full set of survey materials, negatives,

and copies of the report have been deposited.

• **Evaluation Results:**

For **reconnaissance level surveys**, the Evaluation Results section will contain recommendations concerning individual properties and areas deemed worthy of further study because of some potential for National Register of Historic Places eligibility. For each individual property, complex property, and district recommended for intensive level study, provide at a minimum a single paragraph statement that contains a summary description of the resource and rationale for why it is viewed as worthy of intensive level study followed, in the case of resources consisting of multiple properties, by a specific boundary description. Provide one or more maps illustrating the boundaries of areas recommended for intensive level survey (see **MAPS** section of this chapter above) for inclusion in the Evaluation Results section of the survey report. The Evaluation Results section may also contain some evaluations of properties and areas as national register-eligible where the data provided by a reconnaissance survey was adequate for making informed determinations. For resources evaluated as meeting the national register criteria through reconnaissance level survey, follow the instructions in the following, intensive level survey paragraph.

For **intensive level surveys**, the Evaluation Results section should contain specific recommendations concerning individual and complex properties and districts that appear to meet the national register criteria along with clearly defined boundaries. For each individual or complex property evaluated as national register-eligible, list the property and its street address (or describe the boundaries, if a street address is not adequate to identify the property) and municipal unit (if the survey included more than one municipal unit). For a district, provide a detailed boundary description and a rationale for the boundaries selected. For each individual and complex property and district evaluated as national register-eligible, include a description and significance statement that provides the types of information required for description and significance statements of national register nominations. A single summary paragraph each for the description and significance statement may be adequate for many individual properties; complex properties and districts will likely require more extended description and significance statements. For each proposed district, provide a map that shows the boundaries for the district (see **MAPS** section of this chapter above) for inclusion in the Evaluation Results section of the survey report. The map should be in no larger than an 8½" x 11" format.

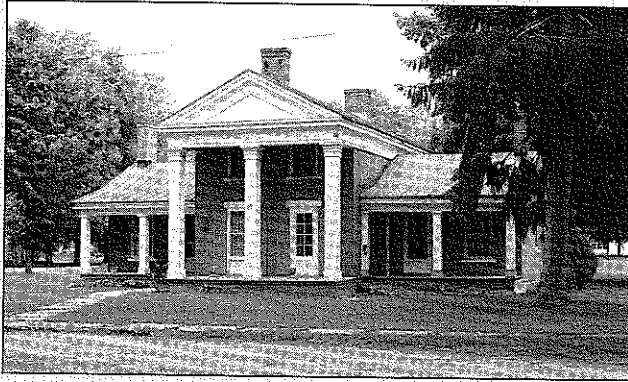
**Example: Recommendation for Intensive Level Survey for an Area
Resulting from Reconnaissance Level Survey**

"Island" Survey Area, Sault Ste. Marie

This primarily residential area located on the island formed by the St. Mary's River and the power canal contains a potentially national register-eligible historic district for which precise boundaries should be established as a result of intensive level survey work. The potential district extends east from the county courthouse along portions of Maple, Cedar, Spruce, Carrie, Dawson, Kimball, and Brady Streets and St. James Place in the general area bounded on the west by Bingham, north by Portage, east by Johnston, and south by the power canal and Lyon Street. The area contains a rich concentration of large and often high style late nineteenth and early twentieth-century houses that includes most of the city's most architecturally distinguished Queen Anne houses plus notable examples of "Free Classic," Tudor, Arts-and-Crafts-influenced, and other styles of houses. It contains two substantial houses built with walls of the local pinkish brown sandstone. A row of very fine Arts-and-Crafts houses lines the south side of Carrie west from Johnston. The area also contains the Neoclassical former Carnegie Library building on Cedar Street plus the Gothic Revival St. Mary's Pro-Cathedral and its large complex, including the Art Deco St. Mary's School directly behind the church between Maple and Cedar and its large schoolyard that extends west to Spruce.

The area that appears to merit intensive level survey is bounded by Portage on the north, Bingham on the west, the power canal on the south, and Johnston on the east, except that the two brick bungalows on the east side of Johnston south of Carrie should be included.

**Example: Recommendation for National Register-Eligible District
Resulting from Intensive Level Survey**



West Cass Street house, Schoolcraft

Schoolcraft Historic District, Schoolcraft

Description: The recommended Schoolcraft Historic District is comprised of portions of nine blocks on the village's west side and is centered in the area bounded by Hayward on the east, Eliza on the south, West on the west, and Vienna on the north. It contains many of the community's oldest houses, dating from the 1830s and 40s, and some of its most architecturally distinguished houses, including Greek and Gothic Revival, Italianate, Eastlake, and "Free Classic" buildings.

Many of the finest of these houses are located along the two blocks of West Cass Street.

Significance: The proposed Schoolcraft Historic District occupies much of the original plat of Schoolcraft, laid out in 1831 for owner Lucius Lyons and named by him in honor of his friend, Henry R. Schoolcraft, explorer and Indian agent for Michigan Territory. The commons Lyons set aside for church and school sites survives, having been made into a park in the 1890s after the only building ever constructed there, a church, was removed. The district, comprising almost the entire village before additional areas were platted beginning in 1835, contains the homes of many of the village's earliest white settlers. These include the person who platted the area for Lucius Lyons; the village's and county's first physician (and later the local Underground Railroad conductor); an owner and a proprietor of the village's first hotel, which stood in this area before Grand Street (US-131) was laid out and became the main street; a part-owner of the village's first store; the village's first postmaster; and a participant in Michigan's first constitutional convention (and later mayor of Kalamazoo). A number of these houses date from the early 1830s and are among the oldest buildings in the southwestern part of Michigan. The district's early building stock contains examples of a broad range of house forms characteristic of the southern part of Michigan and of the New England and New York state origins of the earliest settlers. They include the I-house, gable-front, upright-and-wing, upright-and-double-wing, and gabled-ell forms. Examples of Greek Revival, Italianate, Gothic, Eastlake, and "Free Classic" houses are present, and some of them, especially along West Cass Street, are unusually distinguished examples of their styles within the overall context of the region's building stock.

Boundary Description: The district boundary begins at the NW corner of lot 57; thence S to NW corner of lot 69; th W along N line of lot 68 to center of West St.; th S to center of Clay St.; th W to rear (W) line of lot 78; th S along rear (W) lines of lots from 78 to 139 and to center of Eliza St.; th E to center of West St.; th S along W line of lot associated with 322 W. Eliza to SW corner of property; th E to SE corner of property; th N to center of Eliza St.; th W to E line of lot 140; th N along E lines of lots 140, 137, 128, and 125 to SE corner of lot 116; th E along S line of lots 117 and 118 to SE corner of lot 118; th N along E line of lot 118 to SE corner of lot 111; th E along S line of lot 110 to center of Hayward St.; th N in center of Hayward to a point in line with N line of lot 62; th W along N line of lots 62 and 63 to center of Center St.; th N to a point in line with N line of lot 57; th W to Point of Beginning. All in Original Plat of the Village of Schoolcraft.

Boundary Rationale: This boundary was drawn to include the areas within the original plat containing a concentration of houses relating to the village's earliest days as well as other historically and architecturally significant houses while avoiding those areas in which concentrations of historically and architecturally significant properties are not present.

- **Planning Needs and Recommendations:** The report's recommendations should include not just eligibility recommendations but also other measures that should be undertaken to encourage the future preservation of the survey area's historic resources. These can include recommendations for local historic district designation, for educational programs to increase public awareness (books, videos, web sites, programs, etc.), for establishing financial incentive programs to encourage historically sensitive rehabilitations of downtown commercial buildings or homes in historic districts, for zoning changes, etc.

While initially developed by the survey personnel, the report's eligibility and planning recommendations should reflect, if possible, a consensus of opinion on the part of the municipal unit and the SHPO, if it has been involved, as well as the surveyors.

- **Survey maps:** Provide a complete, final set of survey maps. See the **MAPS** section of **SURVEY PRODUCTS** above in this chapter.

SECTION TWO

Section Two of the report contains a descriptive overview of the survey area and the historical overview and context narratives, plus evaluation sections relating to the historic themes. This section should be arranged in the following order:

- **Descriptive overview(s):** Provide a summary description of the survey area that defines its physical character, including features such as location and setting, topography, land uses, and general character of the historic resources present. For survey areas that are comprised of several sections, provide a descriptive overview for each section. The description should begin with general information, including a description of the boundaries (if the survey doesn't encompass an entire community) and a discussion of the area's general character, including the setting and topography. More detailed information about the survey area's physical form and layout and its

architectural character should follow.

The length of overviews will vary greatly depending on the size and character of the survey areas. Paradoxically, it seems that for a large survey area, such as an entire community, a relatively short overview will generally make the most sense, while for a relatively small area, such as a neighborhood, a more lengthy overview will often be warranted. For a smaller survey area such as River Point, the descriptive overview provides an opportunity to highlight what is interesting, unusual, or unique from a visual standpoint about the survey area — to “play up” the resources. For a larger area such as an entire village (even a small one such as Port Hope), this level of detail is likely to become impractical from a time and cost standpoint. The sample descriptive overviews for Port Hope and the River Point neighborhood reveal this contrast.

Example: Survey Area Description for a Community

Port Hope is a small (population 369 as of 1980) village located on the shore of Lake Huron in the Thumb region of Michigan's Lower Peninsula. The Thumb, bounded on the east by Lake Huron north of Port Huron and on the northwest by Saginaw Bay, is a rural, agricultural area generally of low, slightly rolling topography. The principal part of Port Hope from approximately Main Street west lies on a nearly level plain that extends inland in all directions. East of Main Street the land drops off a short distance to a lower terrace along the lakeshore itself. The village is surrounded on the land side by farm country with scattered stretches of forest. A modern county park and several campgrounds and trailer parks occupy much of the lake frontage in the village, but to the north and south the shoreline is wooded and in some cases swampy. US-25 is the principal commercial street, passing through the small central business district, with its handful of clapboarded and brick Late Victorian buildings, in the two blocks between School Street and Portland Avenue. US-25 southeast of the point where Main Street cuts off from it follows a modern alignment that cuts diagonally across the historic platted pattern of streets. Main Street on either side of the business district and the streets to the west — First, Second, Third, State, and School — is the residential portion of town and contains a mixture of mostly modest late nineteenth- and twentieth-century houses plus two older churches. The lakeshore terrace to the east historically was the site of mills and elevators, and presently contains several elevator complexes and other commercial enterprises, plus free-standing chimney stacks from long-ago destroyed saw- and planing mills. It appears that many of the streets in the north and southeast parts of town shown in the 1890 map as platted were never opened.

Example: Survey Area Description for a Neighborhood

River Point is bounded on the north and west by the Grand River, east by the Red Cedar River, and south by the railroad line south of South Street, which forms the southern edge of the original part of Lansing platted in 1847. The neighborhood is comprised of two components, the commercial corridor along South Washington, which spills over slightly onto the side streets, and the larger residential area along Hazel, Elm, South, Grand, and Platt to the east. River Point's distinct edges define the neighborhood's character and make it a place apart from the rest of the city.

The South Washington corridor between the river and the railroad tracks possesses much visual interest because of the variety of older buildings present — from one of the city's largest early twentieth-century apartment buildings to a Spanish Mission style former gas station to a Moderne enamelled metal panel bowling alley to a Neoclassical bank building to one of Lansing's Art Deco jewels to a turn-of-the-century railroad station. The station is located just outside of the survey area; it is listed in the National Register of Historic Places.

The corridor's buildings have survived reasonably intact and restorable despite years of neglect and underutilization. Much of the commercial building stock consists of early twentieth-century two-story Commercial Brick blocks in which the facades rely for their decorative interest not on historical styling but on the brickwork itself. The most commonly seen trademarks of Commercial Brick are panels of brickwork and corbelled brickwork below the upper cornices or roofline. The range of buildings at 1131-1149 S. Washington, although as simply detailed as any Commercial Brick blocks in the city, are unusual for the uniform facade design with slightly recessed brickwork panels in the friezes carried throughout. The four-storefront building at 1000-1006 displays the most intricate brickwork panelling of any of the area's numerous examples. Alternative panels of horizontal stretcher bricks and diagonal stretchers flanking central lozenge ornaments — the panels outlined by bands of headers with square blocks at the corners — stretch across the facade at frieze level. The three-storefront building at 1202-1206 S. Washington (each section of the building today is treated differently, with the central third clad in 1960s-looking metal sheathing that should come off one day) displays a robust Commercial Brick corbelled cornice in which

Example: Survey Area Description for a Neighborhood (continued)

projecting stretchers alternate with recessed headers. The Popoff Meat Co.'s northerly building employs an even more eye-catching corbelling technique in its cornice. In the alternating tiers of projecting and recessed corbelled brickwork, the recessed tiers begin one course above the projecting ones. This results, when sunlight falls on the facade, in a checkerboard-like appearance. Like Commercial Brick buildings elsewhere in Lansing, the South Washington ones exhibit considerable variety in brick hues and textures.

One of the city's unique structures is the diminutive but jewel-like Art Deco building at 1136 S. Washington. This symmetrical two-storefront limestone-clad building displays octagonal shop windows, fluted horizontal banding, chevrons, and dramatic striping on the facade. The facade is completely intact, including the doors with their streamlined push bars.

Another landmark, although not a commercial building, along South Washington is the Washington Arms apartments located just south of the Grand River. Along with The Porter, located on Townsend at Lenawee, the massive red brick Washington Arms is probably the largest early twentieth-century apartment building in a city which until well into the twentieth century was almost exclusively a community of single-family houses, with only a relatively small number of two-family and townhouse buildings.

The streets east of Washington comprise the bulk of the River Point residential neighborhood (a few residential buildings are also found west of Washington, and notice will be taken of one of them in a few paragraphs). The River Point neighborhood is characterized by narrow streets and, except north of Hazel, small lot sizes. Houses stand close by one another and close to the street. Far from being a drawback, these factors along with the abundant shade from large trees give the neighborhood an intimate scale that is one of its most appealing features.

The houses in River Point appear to date primarily from the 1890s to the 1920s. There are none of the larger and more elaborately detailed houses found in some other Lansing neighborhoods. The houses are generally simple and of modest scale. Some of the larger of the oldest houses are narrow-fronted and deep two-story cross-gable houses such as 1135 S. Grand and the brick example at 1145 S. Grand. A number, such as 215 Hazel and 1134 Platt, are gable-front buildings where the entrance stands at the back of a shed-roof side porch. Among the neighborhood's early twentieth-century homes, the two-story square-plan "foursquares" found in other Lansing neighborhoods are present along with a small number of bungalows. The bungalows tend to display simple Arts-and-Crafts-inspired detailing including exposed rafter ends below the broadly projecting roofs and, in the case of 1140 S. Grand, door and window trim with elongated lintels and slanting sides. A small number of Colonials, including narrow and deep Dutch Colonials with their gables to the street such as the one at the southeast corner of Hazel and Grand, are also present. A gable-front turn-of-the-century-looking Colonial house at 222 Elm stands out among the neighborhood's dwellings because of its tripartite, with arched center, palladian-inspired window in the front gable.

Most houses in River Point occupy narrow-fronted and deep lots and thus embody similarly narrow and deep forms. Elm Street presents virtually the only exceptions to this general pattern. A stuccoed hip-roof two-family house of Arts-and-Crafts inspiration, the only building constructed as a two-family house noted in the neighborhood, at the southwest corner of S. Grand, and a broad-fronted gambrel-roof Dutch Colonial with shed dormer, located on Elm's north side between Grand and Platt, are highly visible buildings because of this broad-fronted orientation.

The neighborhood's only church building stands at the south end of the area on South Street between Grand and Platt. It is a cross-gable early twentieth-century auditorium-type church building with a square-plan tower near the facade's midpoint. Simple bargeboards mark the eaves.

The short east-west streets west of Washington retain few buildings. The most notable of them — really one of the outstanding buildings of the neighborhood — stands at 117 W. South. This two-story symmetrical-front building, presumably once an apartment house, sports an Arts-and-Crafts facade of brick of various hues from red-orange to brown that is divided into three vertical bays by boldly projecting

Example: Survey Area Description for a Neighborhood (continued)

piers, the central ones rising well above the tiled pent roofs that top the bays. The central bay's entry and broad windows in either side bay set within segmental arches and panels of header brick outlined by stretcher brick (itself a reversal of the typical panel treatment) separates the first-floor openings from those above. Another pent-roof building, a smaller one-story commercial building with arched central entry, stands next door to the west at 121.

River Point today all but turns its back to the river. Although some streets and houses stand close to the Grand and Red Cedar, steep, thickly wooded banks conceal the water from view. The city has developed the small River Point Park at the actual confluence of the Grand and Red Cedar, but, it seems, more could be done to make the rivers' proximity a community asset.

- **Historical overview.** See **HISTORICAL OVERVIEW** section of Chapter 4.
- **Thematic narratives:** The thematic narratives prepared in accordance with the instructions in the **THEMATIC NARRATIVES** section of Chapter 4 should follow the historical overview for the survey area. Each historical narrative should be followed by evaluation standards for the theme

and a list of properties associated with it (see the **PERFORMING EVALUATIONS** section of Chapter 6).

- **Bibliography:** Provide a single complete bibliography of sources used for the entire project. Bibliographical entries for each report should be prepared in accordance with a standard set of guidelines, such as those provided by *The Chicago Manual of Style* or *American Antiquity*.

SECTION THREE

Section Three of the report is comprised of the survey data itself, including the following components:

- **Index list of surveyed properties:** This should be organized by street and number in alphabetical and numerical order. The entry for each surveyed property should reference all associated photo-image file or roll and frame numbers and the map on which the surveyed property is found (if there is more than one survey map). Individual properties and complex properties at single addresses (generally, houses or estates, farms, industrial or institutional complexes, or parks or

cemeteries) should be listed by street and number. Historic districts should be listed in alphabetical order by historic name at the beginning of the index list.

- **Inventory forms:** Provide a complete set of printed Historic Resource Inventory Forms and Historic District Inventory Forms for all surveyed properties. The forms should be arranged in the same order as the index list.
- **Survey photos and negatives** (if standard photography is used). See the **PHOTO-IMAGES** section of **SURVEY PRODUCTS** above in this chapter.

PROFESSIONAL APPEARANCE AND PROFESSIONALISM

A survey report is a professional document summarizing the results of an important planning activity that will hopefully promote and influence the course of historic preservation activities in the survey area for years to come. The credibility of the report and its conclusions and recommendations can be enhanced by a professional appearance or reduced by an appearance that is less than professional. The final version of the report should

be free of typographical and grammatical errors. The overall layout and graphics, including mapping, should have a polished, professional appearance.

The survey report is not an academic exercise that will never see the light of day but a public document that will likely be scrutinized for years to come not only by preservationists but also by those seeking to demolish historic properties. The report should be written in a moderate tone that clearly

demonstrates the significance of the historic resources. Avoid damning historic properties with faint praise! For example, the same building was described in earlier and later versions of the same report as follows:

"In contrast to the Ottawa Street Power Station is the extremely modest Art Deco store front at 1136 S. Washington Avenue."

"In contrast to the grandeur of the Ottawa Street Power Station is the modestly sized Art Deco store front at 1136 S. Washington Avenue. Although the building itself is very small, almost tiny, the unique octagonal windows and pencil-line concrete detailing above the twin entries make this

building a distinguished and elegant part of the lively South Washington streetscape."

The first of these statements says nothing to indicate that this building is significant; in fact, the implication is that it is unimportant — and thus expendable. The second statement, especially when read in combination with another statement about the building on a different page in the report — "One of the city's unique structures is the diminutive but jewel-like Art Deco building at 1136 S. Washington." — makes unmistakably clear the importance of the building as evaluated by the report's authors.

DISTRIBUTING SURVEY REPORTS

Every survey should be viewed as an opportunity to help preserve Michigan's significant cultural resources. The survey products provide an explanation of a community's development and constitute documentation regarding the location and significance of above-ground resources associated with various themes in a community's history and architecture. These materials can be a tool for a variety of groups besides the SHPO, including:

- **Planners**, to develop strategies to minimize the impact of development projects on significant resources; to facilitate their responsibilities, under federal law, regarding the protection of cultural resources; and to provide a basis for establishing priorities for the rehabilitation or conservation of neighborhoods;
- **Historic interest groups** that promote local history and the preservation of significant properties or areas, that serve an educational role in the community, and that may be a repository for local history collections;
- **Property owners** desiring information about their houses or businesses;
- **Teachers**, who use local history and the built environment in classes ranging from social studies to history to art;
- **The media**, which needs background information for news coverage and special reports and programming;
- **Neighborhood organizations** that work to enhance the quality of life in specific areas; and
- **Youth groups** that may sponsor projects that

enhance the environment, including historic resources.

Thus, survey reports should be widely available to both governmental and planning agencies and members of the public. A sufficient number of survey reports should be produced to allow for a generous distribution of them. The following agencies or organizations should receive a copy of the report:

- Local planning department
- County or regional planning agency
- SHPO (two copies), one for transmittal to the Archives of Michigan
- Local libraries
- Library of Michigan, Lansing
- Local or regional archives and repositories nearest the survey area, such as:
 - Burton Historical Collections, Detroit Public Library
 - Michigan Historical Collections, Bentley Library, University of Michigan
 - Clarke Historical Library, Central Michigan University
 - Archives of Michigan Technological University, Oakland University, and Western Michigan University

We also encourage discussing with the local planning department the possibility of incorporating the survey data into a Geographical Information System (GIS).